



One-Card Custodian Agreement

Terminals

1. Each AMHS Terminal will be issued one (1) generic One-Card. While serving as the Terminal manager, I understand that I will be serving as the generic One Card custodian and will be responsible for 1) maintaining a user log, 2) forwarding receipts to the AMHS fiscal office, and 3) securing the cards while not in use.
2. Custodians are responsible for maintaining a user log that will contain name, date, time, and employee signature when card is checked out and checked back in. Custodians should verify with users where the card is going to be used and when card is expected to be returned. The log must be stored in a locked, secured location at all times.
3. Custodians must collect purchase receipts from employees using a generic One Card when the card is checked back in. Receipts must be clearly marked as generic One Card purchases. All receipts are to be forwarded to the AMHS fiscal office as soon as possible. During reconciliation, if the AMHS fiscal office identifies missing receipts, the fiscal office will contact the generic One Card custodian at the time of purchase to obtain the receipts.
4. While cards are not in use they must be stored in a locked, secured location accessible only by the custodian. Cards are not to be stored in unsecured locations at any time. Custodians will be responsible for reporting any lost or stolen cards immediately to US Bank at (800) 344-5696 and then notifying the AMHS Administrative Officer. The AMHS Administrative Officer will be responsible for working with the Department's Division of Administrative Services and US Bank to revolve any disputed charges. It should be noted that with a generic One Card any transaction is the sole responsibility of AMHS since disputed charges are not defensible. Any charges not identifiable will be charged to an AMHS code. Only charges after the card has been lost or stolen may be disputed.
5. Cards will have maximum spending limits of \$2,500 per day and \$5,000 per month to accommodate multiple users. Cards will only have Alaska Procurement (MCC 954) capabilities. Purchases that require other MCC capabilities will need to be paid for with an employee specific assigned One-Card.
6. The employee checking out the terminal generic One Card is the only authorized user during the period. Under no circumstances will they loan the card to another employee to use.

By signing this I acknowledge that I have read and agree to the terms above.

Custodian Sign / Print: _____

Date: _____

Administrative Sign / Print: _____, Leslie Brewer

Date: _____